

Thank you for your interest in the Richard A. Henson Foundation. The first step in applying to the foundation is a short letter of inquiry. We review letters on a continuous basis, and they may be submitted at any time during the year.

All letters are reviewed to determine if they fall within the Foundation's mission and philosophy. Those that do not are immediately declined. Priorities for funding will vary from time to time. Even though a project meets established criteria, it may not be adopted due to limited funds or other priorities.

Letters of inquiry should be no more than three pages and should include the following:

- A brief statement of the issues to be addressed, the history and goals of your organization, and your organization's involvement with these issues
- A brief summary of the activities for which you are requesting support, including an outline of your objectives, anticipated outcomes and implications
- The approximate starting date and duration of the proposed activities
- The total amount of funding needed, the amount requested from the Foundation, and information about other sources of support, both assured and requested.

When a letter of inquiry reflects most closely the Foundation's mission and philosophies, we will forward an application for you to complete. Since the Foundation reviews more applications than it can fund, you should not interpret the application as an indication of likely support.

Occasionally we will request additional information in writing from applicants. We might also consult with persons knowledgeable about the proposed activities and welcome your suggestions as to who might be qualified to assist us in our review of your proposal.

The Henson Board of Trustees meet formally ten times a year and make final decisions on proposals. You will be informed of the Board's decision immediately following the Board meeting at which your proposal is discussed. If a grant is awarded, you will be asked to sign a Grant Agreement that lays out reporting and other requirements.

The Foundation welcomes the opportunity to meet with possible grantees; however, we prefer to postpone such meetings until after we receive a letter of inquiry, in order to determine if a meeting will be useful.

The Foundation makes grants only to tax-exempt organizations with 501(c)(3) or (4) classifications from the Internal Revenue Service. The Foundation often grants support for several years. Funding commitments, however, are generally made on a year-to-year basis.

Please send letters of inquiry to:

Richard A. Henson Foundation
P.O. Box 151
Salisbury, MD 21803

For more information on foundation activities, please call us at 410-742-7057.

Sincerely,
Donna S. Altvater
Executive Director